



JOB DESCRIPTION

JOB TITLE: Office Assistant II

JOB CODE: 2830

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Manager/Director

SUMMARY OF JOB PURPOSE

Responsible for performing a wide variety of general clerical and routine administrative duties related to the function and department assigned.

ESSENTIAL FUNCTIONS

1. May prepare a variety of general correspondence, reports, articles, meeting minutes and/or agendas, and instructions from notes, rough draft, verbal/written instructions, or a recording machine; may edit material for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, filing, answering phones, faxing documents and other related tasks.
2. Assists the general public, customers, and/or district/county employees in person or by phone answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution; may coordinate efforts with Town Manager to rent Town buildings.
3. Acts as staff assistant to professional or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; may schedule meetings, appointments, rooms, and training for both staff and clients; may maintain schedules of activities and location of staff members as required.
4. May receive and post payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and/or databases; may prepare claims from invoices; may create and maintain spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
5. Maintains and monitors files, follows-up on due dates, performs other monitoring functions to ensure timely completion of work; may prepare files for Records Management.
6. Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, data processing terminals, printers, copiers, binders, collators, and microfilm equipment as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Office Assistant II

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of one (1) year's related experience and/or training; prior computer experience, especially in word processing and spreadsheet applications required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before small groups of customers and/or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of bookkeeping and file and record management; basic proficiency level utilizing Microsoft Office applications including Excel, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 35 words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, and feel; talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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